

## TERMS OF REFERENCE

<b>Location</b>	Honiara, Solomon Islands
<b>Application deadline</b>	30 <sup>th</sup> September 2020
<b>Type of Contract</b>	Individual Contractor
<b>Post Title</b>	National Consultant on Reporting
<b>Languages required:</b>	English and Pidgin
<b>Duration of Initial Contract:</b>	15 October 2020 to 15 April 2021

## BACKGROUND

Solomon Islands was affected by two tropical cyclones in the beginning of 2020 which affected livelihood, shelter and water sources of over 80, 000 people. Distribution of staple food items was just completed in July 2020 while recovery of water sources is currently ongoing in some parts of Guadalcanal Province. Running concurrent to this is the COVID-19 Preparedness and Response efforts of Solomon Islands Government (SIG) which commenced in February 2020 and is likely to continue beyond 2020. At the centre of operational coordination is the National Disaster Management Office which provides the secretariat support to the National Disaster Operations Committee (N-DOC). A consolidated COVID-19 Preparedness and Response Plan (COVID-19 PRP) was developed in April 2020 by the six sectors of the N-DOC to guide operations of health and non-health sectors including safety and security. Consolidation of data, information and various reports as well as provision of logistics support is managed through the National Emergency Operations Centre (NEOC) hosted by the NDMO. The NEOC is the main service centre for intersectoral efforts to implement the COVID-19 PRP.

The NEOC requires certain products to be released at regular intervals to targeted audience. These products include situation reports, assessment reports, monitoring reports, meeting minutes and meeting briefs for the different committees. To this end, a reporting officer is required to support the NEOC on the different reports.

The Reporting Officer will report to NDMO Director and is required to work with the NEOC Manager on the following:

- a. Consolidate and present information gathered from the N-DOC sector committees, Provincial Disaster Offices and the Development Partners and compile in specified formats for distribution by NEOC.
- b. Contribute to the preparations of various written documents and information briefs, correspondence and presentations.
- c. Assist in production of situation reports including following up with N-DOC Sector Committees to clarify and/or submit their inputs.
- e. Support the minute taking for N-DOC Meetings including updates for various committees
- f. Assist with meeting preparations and minute taking.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

- It is required of the consultant to develop a work plan in consultation with the NEOC Manager or

his designate on the schedule and reporting requirements.

- Identify main information sources and target audience for different reports.
- Consultations with individual N-DOC Sector Committees focal points are required in which the consultant may be required to seek letter or email correspondence from N-DOC Chair and/ or NEOC Manager for meeting appointments as well information requests.
- Meeting minutes of consultations and decisions to be documented and shared with N-DOC Chair and/or NEOC Manager for decision making.
- Any other reporting duties as requested by the N-DOC Chair and/or NEOC Manager that meets the overall objective of better preparedness and response.

### **Expected Outputs and Deliverables**

The Reporting Officer is expected to submit monthly summary (30 days) of activities, and accomplishment report to the NDMO Director and Chief Operations Officer with copy to UNDP DRM Specialist. Monthly payment shall be made within two weeks after the receipt of approved summary of activities and accomplishment report as per below outputs and deliverables.

<b>Expected outputs</b>	<b>Activities</b>	<b>Deliverables</b>	<b>Delivery date</b>
1. Consolidated situation document to support coordination	Support Chief Operations Officer in drafting of regular reports.  Consult N-DOC Sectors for their input and verify secondary information with relevant sources.	Situation reports  Briefings  Presentations	All situation reports, briefings and presentations to be done on periodic basis.
2. N-DOC Secretariat Support	Support N-DOC Chair in documenting N-DOC meeting proceedings and other important discussions	Briefs/ Updates for meetings  Meeting minutes  Summary of discussions	N-DOC update/ briefings, meeting minutes and summary of discussion are conducted as and when required
3. Support Monitoring of COVID-19 Preparedness and Response Plan	Support N-DOC Chair in monitoring of COVID-19 PRP activities.  Liaise with Information Management Officer on relevant IM reports to inform monitoring	Schedule for Updates on COVID-19 PRP tracking  Report on COVID-19 PRP monitoring	Monitoring of PRP is ongoing.

4. Support the revision process for COVID-19 Preparedness & Response Plan	Support N-DOC Chair in review of the COVID-19 PRP.  Support with organizing specific meetings and workshops	Workshop venue and logistics  Documenting of workshop proceedings	To be conducted when required.
<p><b>Institutional Arrangement</b></p> <ul style="list-style-type: none"> <li>The overall substantive work is to be guided by the NDMO and will report to the NEOC Manager. The Reporting Officer will be based at the NDMO and is expected to part of NEOC Team. The deliverables shall be submitted to the NEOC Manager and the NDMO Director for peer review. Payments will be authorized by UNDP's DRM Specialist.</li> <li>The Reporting Officer is expected to provide monthly reports of his/ her deliverables. In addition, he/she is expected to provide input to weekly NEOC meetings.</li> <li>The Reporting Officer is expected to liaise with other NEOC Function Team members for information and support where appropriate.</li> </ul> <p><b>Duration of the Work</b></p> <ul style="list-style-type: none"> <li>This engagement is anticipated to commence on 15 October 2020. The estimated end date is 15 April 2021.</li> </ul> <p><b>Duty Station</b></p> <ul style="list-style-type: none"> <li>The Individual Contractor will be based at the NEOC in Honiara</li> <li>Any delay in reaching the deliverables should be communicated in advance of the specified due dates to the NEOC Manager.</li> </ul>			

## COMPETENCIES

<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills;</li> <li>Strong analytical, reporting and writing abilities skills;</li> <li>Openness to change and ability to receive/integrate feedback;</li> <li>Ability to plan, organize, implement and report on work;</li> <li>Ability to work under pressure and tight deadlines;</li> <li>Good understanding of disaster response structure of Solomon Islands</li> <li>Proficiency in the use of office IT applications and internet in conducting research;</li> <li>Outstanding communication, project management and organizational skills;</li> <li>Excellent presentation and facilitation skills.</li> <li>Demonstrates integrity and ethical standards;</li> <li>Positive, constructive attitude to work;</li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> </ul>
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## REQUIRED SKILLS AND EXPERIENCE

### **Educational Qualifications:**

- Bachelor's degree in climate science, disaster risk management, geography or demography or related field.
- Certificate/ Diploma holder with extensive experience and training in climate science, disaster risk management, geography or related field.

### **Experience**

- At least 2-3 years of experience in disaster risk management, climate change adaptation or information management and reporting;
- Experience in working with international organization including governments is an advantage.
- Experience in monitoring and reporting, consolidating disaster assessment reports, minute taking, developing power point presentations
- Good understanding of past disasters in Solomon Islands; and
- Experience in consolidating/developing government reports based on multi- stakeholder consultations and input would be an advantage.

### **Language requirements**

- Fluency of English language is required;
- Knowledge of Solomon Pidgin would be an asset.

### **Price Proposal and Schedule of Payments**

The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a monthly basis based on actual days worked, upon submission of Time Sheet indicating the days worked in the period and verification of completion of deliverables performed by IC's supervisor and endorsement by Operations Manager.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed. All other official travel undertaken during the course of the assignment will be arranged and paid by UNDP.

**Note: The selected consultant will be required to sign a statement of Good Health and present valid medical insurance coverage for the duration of assignment before commencement of work. The cost of medical insurance can be included in the financial proposal and shall be reimbursed.**

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

#### Technical Criteria for Evaluation (Maximum 70 points)

Criteria	Required Skills and Experience	Points Obtainable (70 points)
1	Bachelor's degree in climate science, disaster risk management, geography or demography or related field Certificate/ Diploma holder with extensive experience and training in climate science, disaster risk management, geography or related field	10
2	At least 2-3 years of experience in disaster risk management, climate change adaptation or information management and reporting	25
3	Good understanding of past disasters in Solomon Islands	10
4	Experience in monitoring and reporting, consolidating disaster assessment reports, minute taking, developing power point presentations	15
	Knowledge of MS Word, Power point, Excel. Knowledge of publishing package would be an advantage	10
		<b>70 Points</b>

#### Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II. Note:

Incomplete proposals may not be considered.

#### Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)